

	Effective Date:	August 17, 2021
	Policy #:	G-44
	Supersedes:	March 9, 2020
Subject: Reporting Procedure for Executive Directives 2019-1, 2019-2, and 2019-3		1 of 1

PURPOSE

To establish a reporting procedure for LARA employees consistent with Executive Directives 2019-1, 2019-2, and 2019-3 (Executive Directives), which address protecting public health, safety, and welfare; reporting irregularities relating to public money and public property; and standards of ethical conduct by a department director, employee of the executive branch of Michigan state government not within the classified service, or a gubernatorial appointee within the executive branch.

This reporting procedure applies only to those specific matters as defined by the Executive Directives and does not replace or supersede any other employment related reporting procedure.

REPORTING PROCEDURE

Any LARA employee who becomes aware of any of the following:

- an imminent threat to the public health, safety, or welfare;
- an irregularity related to public money or property and involving a department, agency, or state officer;
- a violation of the standards of ethical conduct by a department director, employee of the executive branch of Michigan state government not within the classified service, or a gubernatorial appointee within the executive branch;

shall immediately report in writing any information related to the matter to the following:

- LARA Director
- LARA Health & Safety Officer (LARA_Safety@michigan.gov)
- Deputy Director
- Director of Human Resources

If the report involves the Director or an autonomous agency head, the employee shall report the information to the next ranking person in LARA or the agency in addition to the LARA Health & Safety Officer, Deputy Director, and Director of Human Resources.

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Upon receipt of a report, the Director or the autonomous agency head will assess, examine or investigate the report in a manner consistent with the Executive Directives. Reports will be addressed quickly and respectfully. Findings will be reported to the Governor's Office by the LARA Director.

Employees will not be subject to an adverse employment action for submitting a report and will be afforded all applicable protections under The Whistleblowers' Protection Act, MCL 15.361 to 15.369, and sections 2-10 of the rules of the Michigan Civil Service Commission.

When reporting, care must be taken to avoid maligning the character of anyone who may be involved solely due to unsubstantiated allegations or rumors.

QUESTIONS

Employees are encouraged to address any questions about the Executive Directives or this reporting procedure with their supervisor or with the Director of Human Resources.